



SFA Human Resources Weekly Status

For Week Ending September 22, 2000

Accomplishments:

- ☐ Drafted Training Program for Performance Development Process
- ☐ Revised Deployment Plan (pilot, communications, education) for rollout of Performance Development Process
- ☐ Continued working with Perform.com to configure SFA's site
- ☐ Loaded SFA employee data into Perform.com database
- ☐ Incorporated feedback received from session conducted with Perform.com and continued finalizing Job Aide for review
- ☐ Drafted Performance Development Process communications, i.e. Inside SFA article, draft emails, posters (hold until appropriate approval has been received from Calvin)
- ☐ Developed talking points for Calvin to discuss during SFA Leadership Team Meeting
- ☐ Packaged documents (Process one-pager, Fact Sheet, Training Plan, Deployment Plan) for Calvin to share during SFA Leadership Team Meeting
- ☐ Developed rollout timeframe options, showing approach assumptions, and risks associated with three (3) possible rollout dates
- ☐ Drafted PBO Train-the-Trainer Agenda
- ☐ Finalized SFA Skills Assessment Job Aide
- ☐ Continued to refine the Human Resources Long-Term Plan
- ☐ Drafted Position Descriptions/KSAs for HR Service Center Manager and Performance Management Lead



Next Steps:

- ☐ Finalize SFA Skill Catalog
- ☐ Finalize configuration of Perform.com site
- ☐ Finalize draft of Job Aide and prepare for review
- ☐ Develop PBO Train-the-Trainer session
- ☐ Finalize the Human Resources Long-Term Plan
- ☐ Draft Position Descriptions/KSAs for HR department positions
- ☐ Continue drafting communications for rollout of Performance Development Process
- ☐ Revise Description Document per feedback from SFA Leadership Team and Union
- ☐ Begin to schedule and arrange training logistics for pilot and rollout of Performance Development Process
- ☐ Partner with two SFA employees from Financial Partners to create Performance Development Process: Step 1 Sample for SFA Leadership Team review